

OFFICE ASSISTANT (General)
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: March 5-7, 2002

Collective Bargaining Identification: R04

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I,
Personnel Examining
Fred Freeman, Staff Services Analyst,
Personnel Examining

Number of Incumbents: There are 178.70 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated December 31, 2001

Names of the Subject Matter Expert(s) and their background:

**CHARMAINE TRAYWICK, STAFF SERVICES ANALYST, PERSONNEL
EXAMINING SECTION**

Charmaine currently works as a Staff Services Analyst for Personnel Examining Section. She worked as an Office Assistant for the Office of Statewide Health and Planning for three years. Charmaine has a total of eight months with the California Department of Corrections (CDC).

**DEBORAH M. BRANNON, ASSOCIATE PERSONNEL ANALYST, PERSONNEL
EXAMINING SECTION**

Deborah currently works as an Associate Personnel Analyst with Personnel Examining Section. She worked as an Office Assistant for four years with the State Personnel Board. Deborah has been with the CDC for a total of 16 years.

**LIBBY BEALL, ASSOCIATE PERSONNEL ANALYST, PERSONNEL EXAMINING
SECTION**

Libby currently works as an Associate Personnel Analyst with Personnel Examining Section. She worked as an Office Assistant with the Department of Health Services for two years. Libby has been with the CDC for a total of three months.

ROSEMARIE LOCKETT, OFFICE SERVICES SUPERVISOR I, PERSONNEL EXAMINING SECTION

Rosemarie currently works as an Office Services Supervisor I for the CDC, Personnel Examining Section. She worked as an Office Assistant for CDC-Parole & Community Services Division and CDC Interstate Unit for six years. Rosemarie has a total of 14 years with CDC.

DIDI CARRASCO, STAFF SERVICES ANALYST, PERSONNEL EXAMINING SECTION

Didi currently works as a Staff Services Analyst with CDC-Personnel Examining Section. She worked as an Office Assistant with the Department of Social Services for one year. Didi has been with CDC for a total of seven years.

KATHY KHAN, ASSOCIATE PERSONNEL ANALYST, PERSONNEL EXAMINING SECTION

Kathy currently works as an Associate Personnel Analyst with CDC-Personnel Examining Section. She worked as an Office Assistant with the Department of Motor Vehicles for three years. Kathy has been with CDC for a total of 10 years.

MARILYN MAPEL-LIGHTHIZER, SUPERVISING PERSONEL SELECTION TECHNICIAN, PERSONNEL EXAMINING SECTION

Marilyn currently works as a Supervising Personnel Selection Technician with CDC-Personnel Examining Section. For eight years, she worked for the Student Aid Commission both as an Office Assistant and Management Services Technician. Marilyn has been with CDC for a total of four years.

SUSAN TREVINO, ASSOCIATE PERSONNEL ANALYST, PERSONNEL EXAMINING SECTION

Susan currently works as an Associate Personnel Analyst with CDC-Personnel Examining Section. She worked as an Office Assistant for Department of Transportation and the Department of General Services for a total of five years. In addition, she has supervised OAs as an Office Services Supervisor I, II, and III, with the Department of General Services, the Department of Consumer Affairs, and CDC, respectively for thirteen years and five months. Susan has been with the CDC for a total of 4 years and 11 months.

OFFICE ASSISTANT (General) INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Office Assistant (General)
- Department of Personnel Administration Allocation Guide—Office Assistant
- Personnel Operation Class History File—Office Assistant
- State of South Carolina Class Specification—Clerical Specialist
- ONETCENTER Website—Office Clerks (General) and Receptionists/Information Clerks

Another source was viewed for information (e.g. Personnel Exam History File); however, the information was not relevant to the job analysis and therefore not included.